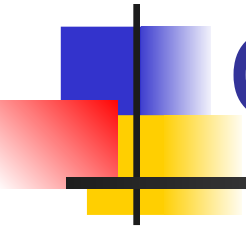

Conference Support

21 APR 2004

Office of Conferences

- New Initiative to be managed under BIZOPS
- Centralized POC for all ONR offsite needs that require logistic support (dept. reviews, program reviews, briefings to industry, etc.)
- MATOC vehicle will be the primary vehicle of choice in procuring Conference support services
- Structure and policy for this Office is in the preliminary stages
- Task requirements outlined in RFP Section C.3(c) will remain unchanged

Conference Support Requirements

- Provide conference/event support, planning, and production
  - Examples: Symposiums, Career Fairs, Banquets, Industry Days, Networking Meetings, Guest Lectures, Special Events, etc).
- Small to large; domestic and international; classified and unclassified.
- Make arrangements to reserve and procure vendor (Audio-Visual, Catering arrangements, etc) services or third-party participation for an ONR sponsored meeting, conference, or event
- Support communication and community outreach activities to encourage participation and support from academia, industry, and Federal, state and local governments in ONR programs

Conference Support Requirements

- a. Computerized or Non-Electronic Registration & Fee Collection (including on-line Electronic on Registration & Fee Collection)
- b. Preparation of Event Materials and Information Packets
- c. Mailings and Invitations
- d. Production/Graphic Design
- e. Exhibit Management
- f. Budget Development and Financial Management
- g. Reservation, Negotiation and Subcontracting
- h. On-site Supervision and/or Support
- i. Project Management
- j. Communications Support
- k. Collection, Coordination, and Preparation of Abstracts for Publication
- l. Marketing, Publicity and Promotion
- m. Photography
- n. Event related Data Base Development, Management and Maintenance
- o. Event related Web Page Design and Maintenance
- p. Selection of Speaker, Exhibitors, or Lecturer
- q. Pre-Conference Liaison
- r. Conference Wrap-up
- s. Project Meetings
- t. Post-Conference Activities
- u. Lodging Accommodations
- v. Proceeding recording (audio or video)
- w. Materials production (Including Signage, Marketing documents and Conference and Event media)
- x. Desktop Publishing
- y. Transcription and/or Translation services
- z. Video or computer conferencing